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Assistant to DCI

12 November 1954

Director of Training

Weekly Summary Report

Document No. 045
NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: T3 S (C)

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1763

Date: 30/1/78 By: 008

1. The course in Clandestine Services Review was initiated on Monday, 1 November. This program of instruction is designed to bring the overseas returnee up to date on Headquarters organization, policy and procedure. Appropriate revisions in the course content will be made before the next presentation which is scheduled for 17 January 1955.

2. At the request of the Office of Research and Reports, a special course in Evasion and Escape (E&E) will be given to 24 persons who are engaged in the compilation of geographical information for use in E&E programs. On 15 and 16 November, lectures will be presented at Headquarters. Field demonstrations at [REDACTED] are scheduled for 17 and 18 November. Should this effort prove worth while, a similar course will be presented in January for 25 additional personnel from the same office.

3. A new one-week Administrative Refresher Course will be offered beginning 29 November. This course is designed primarily to familiarize DD/P administrative personnel recently returned from the field with recent Agency developments, although, at the discretion of the Training Officer concerned, appropriate DD/P Headquarters administrative personnel may be enrolled. It is not intended to impart basic knowledge, but will be aimed at bringing these returnees up to date on current administrative support procedures and regulations as concern the Clandestine Services. Enrollees will be acquainted with their role in this support, as well as its relation to that of other Agency components.

4. As a stopgap measure to relieve the critical man power shortage at [REDACTED] particularly in the course on Clandestine Methods and Techniques, instructors are being drafted from other [REDACTED] courses to ease the burden of the current staff. [REDACTED]

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25X1A [REDACTED] clandestine Field Activities, are contributing instructor personnel for this effort. At least six instructors who were due for rotation have agreed to extend their tours of duty to a minimum of six months and a maximum of twelve months. These measures lessen, but do not eliminate, the man power shortage.

5. Consultation has been initiated with the Office of Personnel to work out ways and means of transferring the Testing and Evaluation Branch, Office of Personnel, and consolidating it with the Assessment and Evaluation Staff of the Office of Training. Although the transfer has not been formally concluded, the Assistant Director for Personnel and the Director of Training are in agreement on those basic principles upon which the unification will be effected.

6. The Office of Training participated in briefings for the following individuals:

(a) On 10 November, [REDACTED] of the

25X1C8c
25X1C8c

(b) On 4 November, L [REDACTED]
of the [REDACTED]

25X1C8c

5X1C8c

(c) On 26 October, A [REDACTED]
[REDACTED]

25X1C8c
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MATTHEW BAIRD

MB:ep (11/12/54)

cc: DD/P
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